

[print](#)**Solution ID:** 200294104359**How can I change a PrimeContract user password**

Version(s): unknown

Problem:How can I change a PrimeContract password**Fact:** PrimeContract**Fix:**

- 1) Once the new password has been received, use it to log into PrimeContract.
- 2) Click on the 'My Contact Information' link.
This can be found in the 'projects' view or in the 'Personal View':

PrimeContract™

Personal View | Projects | Contracts

Log out | Welcome, Paul de Cort

Projects [Expand all](#) [Collapse all](#)

[Organize...](#)

▼ **Default**

Projects	Role
UK-Hong Kong Support Project	Coordinator

▼ **Training**

Projects	Role
Sample Demo	Guest
Support Project	Member

Click 'My Contact Information'

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Common Tasks

- [View Account](#)
- [View Shared](#)
- [View Alerts](#)
- [View Personal](#)

Other Tasks

- [My Contact Information](#)
- [Manage User Groups](#)
- [Check workflow](#)
- [View News Items](#)

Support Information

- [Contact Information](#)

- 3) A new Window will open with the contact details:

My Account [Help](#)

PrimeContract User Information

User ID pdecort_user

Reminder Question What was your first car

Contact Information

Name Paul de Cort

Title Mr

Company Name Primavera Systems

Email Address pdeco - etc...

Address Commonwealth House

Hammersmith, London W6 8DW United Kingdom

Telephone No. 44 **Ext.**

Fax No.

Mobile No.

Pager No. **Code**

- 4) The screen is split into two sections:
- a) PrimeContract User Information
 - b) Contact Information
- 5) There is a button to edit both sets of data.

My Account [Help](#)

PrimeContract User Information

User ID pdecorc_user

Reminder Question What was your first car

Contact Information

Name Paul de Cort

Title Mr

Company Name Primavera Systems

Email Address pdecor - etC...

Address Commonwealth House

Hammersmith, London W6 8DW United Kingdom

Telephone No. 44 **Ext.**

Fax No.

Mobile No.

Pager No. **Code**

6) To change the password select the 'Edit User Information' button:

7) The screen below will be displayed, where the preferred password can be entered:

Edit My User Information - Microsoft Internet Explorer

Edit My User Information

INSTRUCTIONS: To edit your PrimeContract User Information please make changes in the boxes below.

Information that you enter will be used by the system on documents with which you are associated. PrimeContract will not publish or share this information with organizations that are not associated with your contracts, or any other third parties, without your prior approval or assignment.

PrimeContract Account Changes: (required fields marked with *)

Your user ID must be at least 6 characters long but no more than 30.

User ID *

Your password must be at least 6 characters long.

Password *

Password * (re-type)

Your Question *

Your Answer *

8) Click on the 'Save changes' button once the memorable password has been entered a